



**Staff Report to
The Mayor and City Council
For the Month of April 2006**

Top Priority Action Items

Item No.	Date of Change in Status	Item	Comments	Department
1	April 5, 2006	Dohman Dam.	The City has entered into a contract for the completion with Rognlins, work to commence on April 6, 2006. RCW requirements for publishing notice of the work will be met when the April 12 Observer is published. Dam Safety has approved the plans and issued a permit. Fish and Wildlife has approved the project verbally, directed the City to commence work and will follow up with written approval. Staff spent 3 days brushing the access road to the dam site. Staff had Wirkkala construction rock and grade the access road to the dam site. The road needed to be prepped for the upcoming construction project. Staff has been involved in leading different groups out to the dam site. G&O engineers, D.O.H. dam safety, Fish & wildlife, and contractors.	Water
2	April 5, 2006	Discovery Trail and Beards Hollow Overlook Workshop	Working with stakeholders to conduct a workshop to address status of the two projects to include: funding, timing of work, maintenance of trail when complete, project management for work at the Port of Ilwaco if grant requests are approved, etc.	Administrator
3	February 2006	Beard's Hollow ADA issues	The State identified a number of items that we must resolve at the parking area and existing bridge to completely conform to ADA requirements. Most will be addressed when the paving is completed.	Administrator
4	January 2006	Scenic By-Ways Grant--Overlook	Met with some of the players, we will have to get a design done, WSDOT can't do it.	Administrator
5	April 5, 2006	Discovery Trail—South Main Crossing	We are working with the County and ELS to respond to questions from State Parks regarding the proposed crossing.	Administrator
6	February 2006	Discovery Trail Paving Bid Packet	We need to prepare the bid packets for the paving of the final sections of the Discovery Trail in anticipation of the outcome of the court	Administrator

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			proceedings in March.	
7	April 5, 2006	Transportation Enhancement Grant- Discovery Trail	The City was awarded \$180,000 to construct the trail from 17 th Street SW to Beard's Hollow. Ecological Land Services is revising the Biological Assessment and Environmental Classification Summary for WSDOT's approval.	Community Development
8	April 5, 2006	Discovery Trail Phase 1	Our Court hearing was held March 20, 21 & 22, 2006. We are working on settlements with Dr. Wong, Olson & Neuroth.	Finance
9	April 5, 2006	Discovery Trial Phase 2	The remaining two properties are Horn-Alford and McArthur. Money has been deposited with the court for Horn-Alford. We are awaiting the agreement of Attorneys fees for McArthur.	Finance
10	April 5, 2006	Grant Reimbursement Request—North Trail Paving	Reimbursement for the work Lakeside Paving did for the city in October on Phase 2 of the Trail Project has been ½ billed to WS Historical Society. Other half to WS DOT. Historical Society is processing the payment.	Finance
11	March 30, 2006	Discovery Trail	The trailhead entrances have been installed. The dropdown ballards will be installed within the next two weeks.	Parks
12	April 5, 2006	Comprehensive Plan Update and RFQ	The City published an RFQ for the Comprehensive Plan update and received three responses. A selection committee ranked the proposals submitted by Berryman and Hennigar, Crea Affiliates, and Ecological Land Services and will be conducting interviews on April 12 th . The committee will then make a final recommendation for a consultant and a scope of work and contract will be negotiated and brought to the council for approval.	Community Development
13	Completed March 15, 2006	Comp plan workshop	The City Council opted to forego a workshop to discuss options for Ocean Beach Boulevard.	Community Development
14	April 5, 2006	Tree Removal	Staff has been conducting research on tree removal in the dunal areas. Staff is putting together an outline of a formal process to ensure that tree removal meets the criteria as identified in our Critical Areas Ordinance for Council action at the April 14, 2006 meeting and working with our City Attorney to review the process of tree removal on city property.	Community Development
15	January 2006	Parks and	The City needs to adopt a Parks and Recreation	Parks

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		Recreation Plan	Plan in order to qualify for state grants for parks improvements.	
16	March 9, 2006	Storm water Master Plan	No action taken yet	Streets

Future Council Action Items

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
1		January 2006	WCIA Review	The annual review by the Washington Cities Insurance Authority included a number of actions the City should take to better protect the City's interests. These include changes in certain policies and procedures.	Administrator
2	April 5, 2006	March 30, 2006	Skateboard Ordinance Update	Agenda item, April 5th.	Administrator
3		February 2006	Water and Sewer Hook up policies	Our existing policies do not provide for adequate protections for non-payment of connection fees. We need to allow for discontinuation of service if these fees are not paid in a similar fashion to non-payment of monthly charges. Additionally, we currently don't have language that provides an expiration date for connection fees, resulting in the potential for individuals paying connection fees now and not connecting for years—and not having to pay the higher cost that would be in place in later years. It is common practice to have the fees expire if service is not established. Most recently we had someone come in with a photo copy of a receipt from 1989 showing a \$400 payment for a new water hook up and asking us to connect the service. We are currently waiting for them to provide proof that the person who paid the \$400 owned the property at the time and for more information on their purchase of the property—they contend the sale included the hook up as part of the transaction.	Administrator
4	May 2006	February 2006	Itinerant Vendor Fees and Policies	Existing fees for itinerant vendors must be reviewed based on information discussed with the City Attorney.	Administrator
5	May 2006	March 8, 2006	Planning Fees	Staff is preparing a revised fee structure for Planning and Community	Community Development

Item	Target Council Meeting	Date of Change in Status	Item	Comments	Department
				Development Fees to discuss with the City Council at a workshop.	
6	Workshop May 2006	October 2005	Codification	Sterling Codifies has completed the first draft of the new City Code and has mailed it to us. We will review the draft and have them complete their work as soon as possible.	Administrator
7	ICW Comp Plan	January 2006	Vacation Rentals	Council included this topic for the Comprehensive plan update	Administrator
8	May 11th Workshop with Planning Com.	April 2006	Sign Ordinance	Planning Commission conducted a workshop on March 21 st to agree on language, followed by a preview of the draft for public input at their April 11 th meeting and an April 13 th special meeting to finalize their recommendation. They are required to hold a public hearing on the proposed changes and hope to hand off their recommendation at a joint workshop with the City Council on May 11 th .	Community Development Director
9		February 2006	Ambulance District Funding	Councilman Moore requested I research the agreements and obligations the City has in regard to funding for ambulance services.	Administrator
10	October 2006	February 2006	Water System Master Plan Review and Adoption	G&O prepared a draft master plan for review and adoption.	Administrator
11		April 5, 2006	102 nd Street Water LID	Bad News – Found Out at AWC that we can't extend services beyond our Urban Growth Area. Staff met with Pacific County on March 27 th to begin preliminary discussions on our UGA. Further action can be expected after a consultant is hired for the Comprehensive Plan Update to discuss expansion of our Urban Growth Area	Community Development
12		No Change	B & O Tax – Model Cities Ordinance	Adoption of a statewide standard B & O Tax, per Association of Washington Cities. Ordinance Will be prepared. Required by EHB2030	Finance
13	Council		Playground	Councilwoman Ahern and Mike	Parks

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	Action Complete March 15, 2006		equipment	Kitzman met with Mike Desimone regarding funds for new playground equipment for the Fire Hall field.	
14	October 2006	September 2005	Construction Meter Rate	We currently charge only the cost of water for construction meter use. Staff plans to recommend a base rate charge in conjunction with the usage charge to make fees consistent amongst all water users.	Water
15	May 2006	April 2006	Cross Connection Program	Cross connection workshop is set for April 5 th 5:30pm at city hall. Mary Howel from B.M.I. will be here. She will be here to answer any questions the council and mayor may have about the program.	Water
16	October 2006	January 2006	Water Comp Plan	Staff met with G&O to go over the contents of the new water comp plan.	Water
17	April 5, 2006	March 2006	Performance Based Training	Staff is preparing a copy of a water treatment plant performance policy that the D.O.H. would like to see set. This is part of the advanced training that we have been involved in for the last year.	Water

Grant Status Report

Project or Use	Funding Source	Amount Requested Awarded/Remaining	Department Responsible for Grant	Status
Discovery Trail	Washington State Historical Society	\$196,000 awarded, 28,000 requested, \$168,000 remaining	City Administrator	Funds available, requesting reimbursement for Condor
Fire Equipment Purchase	Templin Foundation	\$29,067 awarded, \$29,067 received.	Finance Director	Bids have been awarded, waiting to make payment.
WWTP Phase 2 & 3	Washington State CTED, CDBG Grant	\$1,000,000 awarded \$700,000 received, \$300,000 remaining	Finance Director	Need to close out
WWTP Phase 2 & 3	WS DOE, Loan	\$3,200,000 awarded \$1,870,000 received \$1,330,000 left	Finance Director	Need to close out
Water Study	WS DOH	\$35,000 awarded \$35,000 remaining	Finance Director	Collecting bills, need to submit.
Discovery Trail- 17 th Street SW to Beard's Hollow (SAFETEA-LU)	Washington Dept. of Transportation- Transportation Enhancement Act	\$307,072 requested \$180,000 awarded \$180,000 remaining No match required	Community Development	Working on local agency agreement and environmental paperwork for WSDOT.
2006 Lewis and Clark National Historic Trail Challenge Cost Share Program	National Park Service	\$250,000 requested with \$250,000 match	Community Development	Submitted for review by National Park Service. No determination yet
City Council Approved Revisions to the Budget for Future Budget Amendment:				
Meeting Date:	Agenda Bill:	Project:	Fund:	Amount:
March 15, 2006	AB 06-28	Playground Equipment Donation—Site Prep	Parks	\$6,000

Staff Action Items/Council Information

Item	Date of Change in Status	Item	Comments	Department
1	January 2006	National Guard Recognition	Contacted CPT Loos and asked for her input on this. Awaiting response. We would like to conduct a ceremony recognizing the National Guard for their contributions to the Discovery Trail. We are working on a schedule.	Administrator
2	March 30, 2006	Arch	City Council agenda item, April 5th	Administrator
3	December 2005	Benefit Committee	The Council approved the budget with the elimination of the life insurance benefit for non-union employees, the discontinuation of deductible cost sharing, and a continued participation in dependent premium cost sharing.	Administrator
4	March 30, 2006	Atlas SSDP Appeal	Hearing now set for July 20, 21, 2006.	Administrator
5	Complete March 30, 2006	Training	Administrator attended human resources training on March 21, 2006	Administrator
6	April 5, 2006	Take Back the Night Parade—Sexual Assault Awareness	Received a request to permit a parade on April 22, 2006 at 7:30 pm along Pacific Highway from Sid Snyder to Bolstad. Working with WSDOT on approvals.	Administrator
7	February 2006	Boys and Girls Club	The group continues to work towards approval of a club in our community. Part of the process is a survey of community leaders to measure support and feasibility. The next meeting with the representative of the Club is in March, at that time they will make a decision on the proposal.	Administrator
8	January 2006	Personnel Policy Manual	We have adopted some revisions to the manual, but have not incorporated them into a new draft. We need to do so to avoid audit findings and to provide a clear policy manual for our staff.	Administrator
9	Completed March 30, 2006	WWTPO Vacancy	New operator to start in April, 2006	Administrator
10	February 2006	JPCHA Homeless Plan	The Joint Pacific County Housing Authority is working on a Homeless Plan in an effort to secure funding and ultimately begin to make a difference for our homeless population.	Administrator
11	February 2006	JPCHA Eagles Acquisition	The JPCHA is working on acquiring an existing affordable housing property.	Administrator
12	March 2006	RV Show	Coordinating with Pacific Events Group for 2 nd annual RV's by the Sea RV Show to be held the end of April at the Bolstad Beach Approach	Activity Coordinator

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13	March 2006	Long Beach Merchant Info Update	Updating information for Long Beach businesses including email addresses, websites, and emergency contact information.	Activity Coordinator
14	March 2006	SummerFest 2006	Creating Schedule of Events and corresponding with entertainers on tentative dates. Working with sponsors for all safety weekend activities; such as Beach, Fire, Bicycle Rodeo, and Child Safety weekends throughout the summer.	Activity Coordinator
15	March 2006	Lewis & Clark DESC	Completing the After Action Report on the Canoe Dedication. Sending out thank you letters and receiving thank you letters for having the event.	Activity Coordinator
16	Complete March 2006	Skills Building Conference	Attended the 13 th Northwest Festivals and Events Conference in Seaside OR. on March 5, 6, & 7, 2006.	Activity Coordinator
17	March 2006	Skills Building Conference	Attending a conference in Eugene Oregon on April 14 & 15, 2006 for Conference Event Planning. This conference is through the University of Oregon.	Activity Coordinator
18	January 2006	Advertising	Updating the Experience Washington, Funbeach, & other area websites with Summer Fest and other Long Beach event activities.	Activity Coordinator
19	November 2005	Summer Fest	Preparing a short slide show to accompany picture portfolio for end of the Summer Fest Season.	Activity Coordinator
20	April 5, 2006	Code Enforcement—Coast Grille and Lounge Off Premises Sign	Vancouver signs will be removing the existing sign and the Chautauqua Lodge submitted an application for a conforming off-premise sign at the same location. The Planning Commission will be reviewing the application at their April 11 th meeting.	Community Development
21	April 5, 2006	Bolstad Street Improvement	Staff scheduled a meeting to move forward with the improvements to Bolstad Street that was cancelled. Staff will reschedule the meeting this week to discuss proposed improvements.	Community Development
22	April 5, 2006	Zoning Code Text Amendment	Staff is preparing the necessary paperwork and reports to amend the zoning code to allow the installation of playground equipment at the ball park on Washington Avenue.	Community Development
23	February 1 st	FY 2005 Monthly Financials	Paused on October.	Finance
24	April 5, 2006	Loan Applications	Gray and Osborne on the cities behalf prepared loan requests to Public Works Trust fund and the State Revolving Fund for improvements	Finance

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			according to the new Water Comp Plan. We received approval from the SRF. Need to Work with engineers to set up a bid packet.	
25	April 5, 2006	Grant Reimbursement Request—Condor	Working with Garry Schalliol and Jim Sayce of the Washington State Historical Society to bill for the Condor Project. Payment is on the way.	Finance
26	February 2006	FY 2005 Budget Closeout	Need to finish repayment of transfers, balance year end books and work with John Powell on the Annual Statement.	Finance
27	Completed	Audit Response	Crafting the audit response for the 2004 Single Year Audit.	Finance
28	February 2006	GIS System Update	Purchased and setting up the GPS Handheld system. Software is installed, units are entered into the system and data is being translated.	Finance
29	April 5, 2006	Police Vehicle Claim	Working with Claims adjuster and WCIA on damaged police vehicle. Finished working with Evergreen Adjustment. Check will be sent after being declared surplus.	Finance
30	April 5, 2006	File System Upgrades	Working with Ragan to Sort and File city agreements and contracts in a more orderly manner searchable by database. Completed	Finance
31	February 2006	Richard Roy Scott Claim	Working with WCIA regarding Lawsuit filed by Richard Roy Scott	Finance
32	February 2006	Computer System Update	Researching computer offerings for a replacement computer for Linda and David	Finance
33	April 5, 2006	Templin Foundation Request	Requested \$30,000 from the Templin Foundation for SCBA fill station apparatus. Grant awarded, SCBA system ordered, installation by May 7, 2006.	Fire
34	February 2006	Testing of SCBA Equipment	Contacted Sea Western about annual required testing of SCBA equipment.	Fire
35	February 2006	Truck Information Books	Created books with useful information on important fire related information in an easy to understand format. Books currently have information on Hydrant Location, Burn Permits, Hazardous Materials, Tsunami Evacuation locations, Pacific County All Hazards Evacuation Plan.	Fire
36	February 2, 2006	New Paving at Park	Mike K. met with the Mayor and members of the City Council to discuss specific plans for paving the parking area adjacent to the park and ball fields. Mike is working with the PUD on moving utilities as part of the project. Had a meeting with the Mayor, Councilman	Parks

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			Zuern, Administrator Robert Strope and Mike Kitzman about moving the power pole and transformer. Robert is going to check with the city's attorney regarding the legalities.	
37	February 27, 2006	Benches	Painting and repairing the benches in the Gazebo and Seal Parks.	Parks
38	March 30, 2006	Fish Alley	Fish Alley has been prepped for the color epoxy to be applied.	Parks
39	March 30, 2006	Police Station restroom	Installed new partitions in the womens restroom.	Parks
40	March 2006	Maint.	Repaired fountain pump on Bolstad.	Parks
41	March 2006	Equipment	The department purchased a 2000 Ford Explorer from state surplus. This is to replace the 1998 Explorer that was totaled on the beach. The replacement vehicle was purchased with part of the insurance money from the totaled vehicle.	Police
42	March 2006	Evidence Room	The evidence room is complete! Loretta will be moving the evidence over as soon as possible. Loretta, who is our evidence officer, said that an excellent job was done.	Police
43	March 2006	Community Policing	Loretta helped teach a "55 Alive" class in Klipsan Beach.	Police
44	March 2006	Meeting	Chief Wright attended a meeting of the Pacific County Narcotics Enforcement Team. Department heads from the various departments in the taskforce met to discuss how to share drug intelligence in a more efficient manner.	Police
45	March 2006	Equipment	The new police car for 2006 has been ordered and should be here by June.	Police
46	March 2006	Training for a Tsunami	Chief Wright, Mayor Ramsey, Fire Chief Unruh, David Glasson, Mike Kitzman and Don Zuern started to put together a plan in case of evacuation of Long Beach due to a Tsunami. Another meeting is scheduled for April. Real progress was made in getting a good plan together.	Police
47	March 2006	New Hires	Progress continues for the two applicants.	Police
48	March 2006	Training	Paul Jacobson and Casey Meling attended training put on by the Vancouver Police Department. The training was held here in Long Beach and the state actually paid the officers to go. The training dealt with the safe execution of	Police

Item	Date of Change in Status	Item	Comments	Department
			drug search warrants. There will be two more training sessions for different officers and all members of the department will eventually go through the training.	
49	August 2005	PUD Fiber Optic Vault	The staff met with Councilmember Cook on locations and is finalizing the staff position. Once complete we will meet with the PUD.	Streets
50	March 2006	Pressure washing	Pressure washing brick parks.	Streets
51	February 2006	Signage	Removed the 10 th St. signs off of Sid Snyder Dr.	Streets
52	February 2006	Flagpole	Installed a new cable and pulley on the flagpole at the police station.	Streets
53	February 2006	Paving	Removed a tree off of 2 nd St. So. in order to complete the upcoming paving project.	Streets
54	March 2006	Paving	Cold-patching potholes throughout town.	Streets
55	Complete March 2006	Water plant	Staff has built and installed a new railing system for the flocculation basin at the water plant.	Water
56	Complete March 2006	Leaks	Staff repaired 8" mainline that ruptured on Bolstad Ave. by the pacific view motel.	Water
57	Complete March 2006	Awards	Rick Gray was voted water treatment plant operator of the year (2005) by evergreen rural water association. Susan Welland was voted wastewater treatment plant operator of the year (2005) by evergreen rural water association.	Water Wastewater
58	April 2006	New service installations	The crew has installed (8) new services since the start of the year, with (4) more pending.	Water
59	Complete April 2006	Police Storage	Staff has finished the storage room for the police dept.	Water
60	Complete April 2006	New Operator Position	The new operator has been hired. He will start On April 3 rd .	Water
61	March 2006	Road Patches	Naselle rock patched road cuts on the main approach.	Water
62	January 25, 2006	Performance Based Training	Rick Gray and Ralph Warner attended another training session in Longview. This is an on going training school by the D.O.H. The purpose of this training is to run the plant at the most efficient level possible.	Water
63	March 2006	Cleaning & tving sewers	Staff has been working with C-More pipe services to clean, map, and tv sewer lines in town. The main focus this year is to look at our 6" laterals on the side streets.	Wastewater
64	March 2006	Jet Trailer	Staff spent a day demonstrating a used jet trailer	

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			for possible future purchase. This equipment would be used in the wastewater and drainage departments.	Wastewater